

Summer Work Travel 2012

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1. Eligibility

- **Eligible** for participation:
 - Full-time university students.
 - Second degree students.
 - Medical students or medical interns are considered to be working toward their degree.
- **Not eligible** for participation:
 - Vocational school students including colleges with a III-IV level of accreditation, unless they can demonstrate that studies will ultimately lead to a degree from a full-time post-secondary academic institution.
 - Correspondence students (Студенти заочної форми навчання)
 - PhD students.
 - Non-students.

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2. Scheduling visa interviews

You need to schedule your SWT visa interview appointment through the Embassy's call center. Our first interview date this year is Monday, February 6; our last interview day is Friday, June 8.

Steps to schedule an appointment

1. **Receive DS-2019 and DS-7007 forms.** U.S. sponsors must ship all DS-2019s and new forms DS-7007 directly to the agency or the applicant this year. Note: The DS-7007 is not currently available. Until it becomes available it is not required. We will announce when the form becomes available.
2. **Complete the DS-160 form and print out the confirmation page.** Please submit **ONLY ONE** DS-160 form. Please make sure that all information on the DS-160 is correct before submitting the form. If you are not sure about any information, it is better to save the form and then **retrieve it** to fill out any missing or unknown information later. If you filled out several DS-160 forms, you need to choose the correct one and provide the call center with the barcode number of the correct form. **Once the form is submitted and the number of the barcode is provided to the call center, no corrections can be made and no new forms can be filled out, as the system will generate a new barcode.** You should not fill out a new form if you find a mistake after you sent this information to the call center. Instead, you need to mention it to the Consular Section at the time of finger scanning on the day of the interview. We will reopen the case. **Regrettably, in such cases, the applicant will need to leave the premises, correct the information on the form and reschedule an interview for another day. Consequently, please complete DS-160 forms accurately the first time!**

Please note that you must complete your DS-160 **before** you make an appointment with the call center.

3. **Purchase a PIN code for \$12.** A PIN code is required for all students who wish to schedule appointments. A PIN code buys 8 minutes of time to schedule the appointment and ask general questions. Questions and/or concerns regarding the Call Center group scheduling system can be directed to the Call Center management at: +38-044-207-7071 or +1-888-826-2340, if you're calling from the U.S. Any questions about appointment availability on specific dates should be directed to the call center, not the Embassy.
4. **Call the Call Center to schedule visa interview.** Dial +38 (044) 207-7071. To make an appointment, callers need to provide the Call Center operator

with the full name, date of birth, the international passport number, contact telephone number of the applicant, name of the employer in the U.S, barcode of the DS-160 form.

Please note that you must make your appointment **at least two weeks in advance of the interview.** For example, if the interview is scheduled for Monday, February 6th, the appointment must be scheduled with the call center before the opening of business on Monday, January 23^d.

5. **Pay SEVIS and MRV fees.** Please pay these fees only after you have scheduled the interview through the Call Center, These fees are non-refundable and non-transferable to other people.

If you are unable to attend the interview, you must **cancel the appointment.**

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3. Application package

Documents required for all SWT visa applicants:

- Original international passport
- Confirmation page of DS-160 with the name of the agency written on it
- MRV receipt
- Confirmation letter from university
- Proof of medical insurance
- Original DS-2019
- Original DS-7007 (new job verification form. The form is not required yet)
- Original student grade book or transcript
- Original university student identity card
- For repeat participants: be ready to discuss your previous experience of participation in SWT and provide evidence if necessary. We reserve the right to request this information from a student before issuing a visa.
- FedEx (Elin Ltd) delivery form filled out with the applicant's contact information

We do not require original SEVIS fee receipt, however every J-1 applicant must pay the SEVIS fee.

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4. Application quality: Form DS-160

- **You can complete the application form** at <https://ceac.state.gov/genniv>
- **The following questions *MUST* be answered *correctly*.** If an answer is incorrect, the applicant **must** mention this to the Consular Section at the time of finger scanning, make corrections in the DS-160 and reschedule the interview.
 - Gender
 - Visa type
 - Date of birth
- **Please write the name of the SWT agency on top of the confirmation page** of the DS-160. Leave it blank if you are working directly with the U.S. Sponsoring organization.
- **If you have an applicant who received a J-1 visa in 2010 please write “10 R” on the confirmation page.** This will help us process the applicant more quickly at the Embassy on his/her appointment day.

DS-160: Personal Information

Surnames
IVANOV
(e.g., FERNANDEZ GARCIA)

Given Names
IVAN
(e.g., JUAN MIGUEL)

Full Name in Native Alphabet
IBAHOB IBAH
☐ Does Not Apply

- Please do not put the patronymic name in the “Personal information” section.
- Please make sure that nationality (citizenship) is entered correctly.
- Please put the number of the internal passport into the National identification number field.

DS-160: Address and Passport Information

- Please indicate all contact information (all phone numbers, e-mail etc.)
- Please make sure that the passport number is entered correctly (Please make sure to differentiate between the letter “O” and the number “0”).

Passport Number
E0001001

DS-160: Travel Information

Address Where You Will Stay in the U.S.

Street Address (Line 1)
BURGER KING RESTAURANT

Street Address (Line 2) **Optional*
WAITER \$8/H (40W)

City
PHILADELPHIA

State
PENNSYLVANIA

ZIP Code (if known)
19106
(e.g., 12345 or 12345-1234)

Person/Entity Paying for Your Trip ⓘ
SELF

- The location you plan to visit in the U.S.:

Line 1: Exact place of potential employment (i.e. 'Burger King Restaurant').

Line 2: Position title and wage (i.e. Waiter \$8/H (40/W)).

DS-160: U.S. Point of Contact Information

DS-160: U.S. Point of Contact Information

Navigation: Previous, Travel, Travel Completion, Previous U.S. Travel, **U.S. Contact**, Review, Submit, Print, Cancel, Back, Forward, Help

Help: Navigation Buttons: Click on the buttons above to access previously entered data.

Contact Person or Organization in the United States

Contact Person

Surname: JOHNSON

Given Name: JOHN

Do Not Know

Organization Name: JOHNSON COFFEE SHOPS

Do Not Know

Relationship to You: EMPLOYER

Address and Phone Number of Point of Contact

U.S. Street Address (Line 1): 2 MAPLE AVE

U.S. Street Address (Line 2) *Optional:

City: PHILADELPHIA

State: PENNSYLVANIA

ZIP Code (if known): 19106

(e.g., 30000 or 30000-0000)

Phone Number: (305) 355-3535

(e.g., 800-555-5555)

Email Address: john@johnson.com

Do Not Apply

(e.g., emailaddress@example.com)

- Contact Person Name in the U.S.: Name of contact person at the place you will be working (i.e. Johnson, John).
- Organization Name in the U.S.: Name of Business (i.e. Johnson Coffee Shops).
- Relationship to You: Employer
- U.S. Contact Address, Phone Number, and Email Address: **mandatory fields.**

DS-160: Information: Relatives

- Please indicate all information about your parents and relatives. Do not put "don't know" or "N/A" as an answer. If you have any relatives in the States, you must answer these questions affirmatively and indicate who lives in the U.S., as well as their immigration status.

DS-160: Present Work/Education/Training

Primary Occupation 
STUDENT

Present Employer or School Name
KYIV MOHYLA ACADEMY

Present employer or school address:

Street Address (Line 1)
2 SKOVORODY ST

Street Address (Line 2) **Optional**

City
KYIV

State/Province
 Does Not Apply

Postal Zone/ZIP Code
01001 Does Not Apply

Country
UKRAINE

Monthly Salary in Local Currency (if employed)
 ☒ Does Not Apply

Briefly describe your duties:

OTHER: MAJOR: INTELLECTUAL SYSTEMS
YEAR OF STUDY: 2
DATE OF ATTENDANCE: 01-SEP-2006 EXPECTED
DATE OF GRADUATION: 20-JUN-2011 (MS)

- Primary Occupation: Student
- In the section entitled 'Briefly describe your duties' insert the following:
 - Major: (i.e. Intellectual Systems of Decision Making)
 - Year of study: 2
 - Date of attendance: 01-Sep-2006
 - Expected date of Graduation: 20-JUN-2011 (MS)

DS-160: Security and Background

You are required to tell us on your DS-160 if you have ever been arrested by the police. Every year, we encounter numerous SWT students who have failed to acknowledge a previous arrest on their DS-160 forms. Information on arrests in the U.S. is available to consular officers at the time of visa interviews. Please do not make this mistake—false statements on a U.S. visa application are a serious matter and may result in a visa denial. You are required to tell us of your arrest **even if** charges were ultimately dropped.

You have been arrested if:

- Policeman said, "you are under arrest"
 - Policeman put handcuffs on you
 - Put you into the car and brought you to the police station
 - Captured your fingerprints with ink or by other means.
- Failure to indicate an arrest may result in visa denial.
ALWAYS BE HONEST!

DS-160: Uploading the photo


Photo Quality Standards Result

 The submitted photo did not meet the image quality requirements.

The photo you have submitted did not meet quality standards. You will need to submit a new photo with your confirmation page and passport.

Additional instructions are provided when you return to the Visa application.

Selected Photo: photo.jpg



- Make sure photo meets all quality standards listed on the web-page of the U.S. Embassy in Kyiv at <http://ukraine.usembassy.gov/niv-photo.html>

DS-160: Sign and Submit

Preparer of Application

Q: Did anyone assist you in filling out this application?

A: ☒ Yes ☐ No

Provide the following information:

Preparer

Surnames

Given Names

☐ Does Not Apply

Organization Name

☐ Does Not Apply

- If the applicant fills in the form with the help of an agency representative, you **must** indicate the name of the agency on the application.

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5. What should applicants do on the interview day?

- Arrive 15 minutes prior to the appointment time.
- Make sure all documents are in order.
- Make sure to read supplemental pamphlet available at <http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf>
- Go through security check at the guard's station.
- Submit document package, along with the international passport, to the Consular staff member, get fingerprints scanned and receive a numbered ticket.
- Wait for the visa interview.
- Interview with a Consular Officer.
- Receive notification of the interview results from the Consular Officer.
- Arrange passport delivery with the Courier Service located at the entrance to the Embassy, if the J-1 visa is approved.



Please, be aware that bags, purses, cosmetics, mobile phones, iPods, memory sticks and other electronic devices cannot be taken into the Consular Section. It is the applicant's responsibility to store personal belongings.

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6. Program start and end dates. Grace period

- Program dates for Ukraine: May 2 – Sept 2, 2012.
- Summer Work and Travel participants have to complete their exchange programs and return to Ukraine no later than the beginning of the Ukrainian University academic year.
- Summer Work and Travel participants may remain in U.S. for up to 30 days ("grace period") after completion of the exchange program, but no later than September 2, 2012. The grace period has to be used for domestic travel within the U.S. and/or to prepare for and depart from the United States, and for no other purpose. SWT participants cannot re-enter the U.S. after the program end date indicated on the DS-2019.

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7. Visitor Safety

- **JVISAS@STATE.GOV:** This email address should be used to report problems or abuse to the Department of State.
- **All J-1 exchange visitors are required to read WWTVPRA Pamphlet** (The William Wilberforce Trafficking Victims Protection Reauthorization Act) prior to the visa interview. The pamphlet is available at <http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf>

Please note the visa printing process may be put on hold for up to 72 hours due to various administrative processes. Passport delivery takes at least 3-5 business days. Please plan accordingly.

If you have questions/concerns please e-mail to KyivSWT@state.gov. Please note this e-mail is for use only by SWT agencies and only for specific questions which are not of a general nature.

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